

**REQUEST FOR PROPOSAL
PROFESSIONAL ENGINEERING SERVICES
CITY OF HELENA, MONTANA**

**DESIGN AND PROJECT MANAGEMENT TO SERVE PHASE 1 AND 2 OF
THE WESTSIDE OF HELENA WITH WATER AND SEWER MAIN
EXTENSIONS PROJECT**

The Public Works Department is seeking the services of an engineering firm to design and to provide project management services for the installation of water and sewer mains to service each resident and buildable lot on the Helena Westside Phase 1 and 2. The approximate area of Phase 1 is from Joslyn Street east to existing City Limits. The approximate area of the Phase 2 is south of Euclid to Knight Street and from Kessler School to Joslyn Street. Public Works Department is requesting a proposal for professional services in obtaining project design, plan approval, construction bid package, and construction oversight.

Proposal- Objectives to be achieved, but are not necessarily limited to:

- Design water and sewer mains to serve the Westside Phase 1 and 2 as described above.
- Comply with the grant requirements of a Montana TSEP Grant.
- Comply with the requirements in the settlement agreement with the City for the Westside Annexation.
- Hold public meetings.
- Meet with land owners to address their concerns and locate the preferred location of the water and sewer services to each buildable lot.
- Meet with the Commission and staff to explain the design and provide updates.
- Review and update system capacity for the new service area.

Other Items

- The City has completed the survey for the Phase 1 Area of the project.
- The City has two planning documents for the Westside of Helena.
- The approximate timeframe for the project is 6 months for approvals with construction expected the next available construction season as determined by project requirements.
- Limit Proposal to 6 pages one sided including cover sheet and no smaller than 10 pt. font, with 2 hard copies and 1 electronic copy of the proposal for review.

The City is considering breaking up the project area into three subareas and possibly bid separate but concurrent projects. Subarea 1 is the area east of Joslyn Street back to City limits and south of Euclid Avenue to Mount Helena Park. Subarea 2 is the area east of Joslyn Street north of Euclid Avenue. Then subarea 3 west of Joslyn Street, south of Euclid Avenue to Knight Street, and stops at Kessler School.

A City selection committee will select three or more firms submitting a proposal as finalists. Finalists may be interviewed and members of the project team designated in the proposal will be asked to present their qualifications, proposal, and answer questions from the selection committee. One to three of the finalist will be selected to submit a formal scope of work and to negotiate a contract with the City. If an appropriate agreement cannot be reached with the

highest-ranked firm, the second-ranked firm will be invited to submit a proposal and negotiate a contract with the city, and so on.

The City reserves the right to reject any or all proposals and re-advertise, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City. The City of Helena reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. All proposals become the property of the City of Helena. The City is not responsible for costs associated with preparing qualifications statements and proposals in response to this RFP.

Questions should be directed to Ryan Leland, P.E., City of Helena, 316 North Park, Helena, MT 59623, (406) 447-8433.

Deadline: Thursday, January 25th, 2018 at 4:00 p.m. Submit proposals to the following address:

City of Helena – Public Works Department
Attn: City Engineer-Westside Phase 1 and 2
316 N. Park Avenue, Room 417
Helena, MT 59623